

2011 LIQUOR LICENSE RENEWAL APPLICATION CHECKLIST

(Used by City Licensing Department)

Name of Business: _____

Initials of City
Reviewer

Application complete, in ink, typed or printed

Application signed and notarized by the Managing Officer

Verify presence of Managing Officer business email address and Managing Officer's business mailing address

Copy of Paid 2010 Personal Property Tax Receipt for the Managing Officer has been provided

A color copy of a current MISSOURI driver's license of the Managing Officer submitted or on file (check expiration date)

Verify a copy of a Mo. Dept. of Revenue sales tax license or a "Tax No Due Certificate" has been provided

Verify there has been no change in the Managing Officer

Verify Managing Officer has a Missouri home address (not using the business address as a home address)

Verify Managing Officer has no listed felony convictions

Managing Officer is a current employee of the licensed establishment

Managing Officer is actively involved in day-to-day management of the Branson establishment

Review application for any potential planned inappropriate entertainment

Review application to verify training is being done and done timely

Verify that cover charges (if any) are being reported and taxed

Review alcohol sales to see if business meets minimum \$ sales requirement for license type

Check to see if any changes in ownership or LLC members

Business has a renewed 2011-2012 city business license

Business is current on all tourism and cigarette taxes (including interest and penalties)

Business is current on any provided city services (i. e. water and sewer)

Business is current on state sales tax payments - check on-line system to DOR

Copy of new year state liquor licenses when issued

Verify state liquor type is same as city approved liquor type

Verify Managing Officer on state license is the same as Managing Officer on City license

Payment for City Liquor Licenses (1.5 times what is on state license)